

AGENDA
PRE- CONFERENCE
Date: Monday, November 19, 2018
Time: 11:00 a.m.

FC-10724, Atlanta City Council's Legislative Management System Upgrade

1. **Opening and Introduction**
 Ms. Marie Spence, Contracting Officer
 Information Statement Process -- Information & Instructions to Respondents, Information Statement Format, Proposal Deadline, Etc.

2. **Ethics Department**
 Ms. Jabu Sengova, Ethics Officer
 Ethical Guidelines

3. **User Department**
 Mr. Theodis Pace, Council Staff Director, Atlanta City Council

Floor open for any questions pertaining to the Scope of Services

If you have additional questions concerning this project, please direct your inquiries in writing to **Ms. Marie Spence**, Contracting Officer, by e-mail mspence@atlantaga.gov. All questions or inquiries pertaining to this project are due no later than 12:00 noon, Tuesday, November 20, 2018. All replies will be made in writing. **Oral responses are not authoritative.**

INFORMATION STATEMENTS DUE: Friday, December 7, 2018, no later than 2:00 P.M.

INFORMATION STATEMENTS ARE TO BE RECEIVED AT THE:

Department of Procurement
55 Trinity Avenue
Suite 1900
Atlanta, Georgia 30335

Background

- ▶ The City would like to obtain information statements from entities that are able to offer ideas and/or highlight viable opportunities for the City to deploy Legislative Management Systems within the Atlanta City Councils legislative management and whose deployment is funded by a Non-Capital Trust Fund.
- ▶ The City is particularly interested in learning about legislative management systems business processes and technology capabilities beyond the capabilities that we deployed in the Electronic Legislative Management System (ELMS) in 2011.
- ▶ The current legislative management system needs further fixes and enhancements to mirror the City's legislative process. The original application vendor has changed since inception. The current application is at its end-of-life. The current vendor is providing application maintenance and support through August 2019, via a one-year extension of the 2018 annual software maintenance agreement.
- ▶ Respondents are encouraged to only present solutions to the City that have the potential to improve our legislative management services to our stakeholders as identified.